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ABSTRACT

This book is intended to guide school administrators through the day-to-day supervision of the special education program and to serve as a resource for handling problem situations that may arise. The first of the book's six chapters provides basic information on program management, including standards of compliance with state and federal regulations, entrance and exit criteria, student evaluation, and the role of the special education administrator. The second chapter focuses on evaluation of a school system's delivery of special education services and outlines a method for gathering evaluative data, analyzing the data, and planning for change. The third chapter considers personnel issues, including the leadership function of administrators as well as issues concerning recruitment, retention, evaluation, and dismissal of staff. The fourth chapter looks at the multidisciplinary team decision making process and identifies steps and procedures involved in determining need for special education, analyzing assessment data, identifying needed services, and recommending an appropriate placement. The fifth chapter focuses on planning and budgeting for special education, noting available federal funds and grants and auditing requirements. The final chapter considers the legal framework of special education, including ways to avoid litigation and manage it when unavoidable. The epilogue discusses aspects of future special education. An appendix includes 13 tables, forms, sample letters and notices, and worksheets to assist the administrator. (DB)

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